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PPB 71-0338

4 MAR 1971

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Semiannual Report of the
Records Management BoardREFERENCE : Memo to ExDir from DDS dtd 22 Feb 71;
same subject

1. The Intelligence Directorate has achieved an impressive quantitative success in its records purging efforts. It is, obviously, responsible for most of the net gain of 1,000 cu. ft. of storage space at the Records Center. For this they deserve much credit.

2. I am not as confident in the long-term qualitative nature of the DD/I program. We, perhaps, should be conservative in kudos to the DD/I to the exclusion of the other Directorates -- particularly the DD/P. There are other aspects of the records management problem which have a bearing:

a. Through his membership on the Records Management Board, [] is of the firm opinion that the DD/P has had for some time the strongest, most effectively supervised and viable records management program in the Agency. (You are aware that Tom Karamessines has considered this function important enough to chair the DD/P Records Management Committee personally.) If [] opinion is valid, it would seem to follow that better guidelines and control exercised over the years in the DD/P increase the probability that documents assigned to storage are properly classified for retention in the initial instance and reduces the opportunity for "large cubic footage" destruction achievements through one-time "purge" efforts. This is not to minimize the accomplishments of the DD/I, but to recognize certain possible long-term achievements of the other Directorates.

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b. In other words, an effective permanent program eliminates unnecessary storage requirements as part of its continuing processes and not through "blitzkrieg" purges. This relates to Jack Coffey's fears that valuable historical data may have been destroyed and seems particularly significant when comparing the original holdings of the DD/I and DD/P in 1968. One could easily surmise that because of the number of people in the DD/P, the complexity of its organization and activities, the sensitivity and long-term operational nature of much of the DD/P paper work, when compared with the DD/I, the Clandestine Service would have started from a records storage base much closer in size to that of the DD/I than was the case. In 1968, DD/P holdings were almost 50% smaller than the DD/I. To me this indicates at least some success in long-term records management programs.

3. I am inclined to believe, therefore, that although perhaps performing a useful function in examining periodically Agency records management policy as a forum for discussing interrelated Directorate records disposition problems, and as a body providing for the general overview of ad hoc efforts like the "purge," the Records Management Board cannot have much real impact on the operating week-to-week management of individual Directorate records management programs. Yet, in the last analysis, there is where the issues will be resolved or ignored. Until each Directorate considers the problem serious enough to appoint a full-time senior (GS-15/16) professional officer, possessing the respect of operating officials and vested with the authority to manage the Directorate's records management program, I feel we will continue to meet records management and storage problems as they arise more or less sporadically in a somewhat crisis-oriented atmosphere. I hope we can do better, but fear we will not, especially when I read the DD/S memorandum which cites more problems and recommends few solutions.



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Acting Director of Planning,
Programming, and Budgeting

Attachment

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As stated

O/PPB/PW/Commo

/ds 3/3/71

rewritten

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Orig - AD/PPB

1 - D/PPB hold

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1 - PPB Reading

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Attachments